

# Arsenal Coach Handbook



**U9-19**

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# 1. Introduction

Thank you for stepping up to coach one of our soccer teams!

Our motto is: A place where everyone belongs. We want to provide the opportunity for players to grow and advance if they wish but still provide a positive place for all players to be able to grow and flourish.

We want to provide a positive coaching experience for all coaches brand new or our seasoned coaches. Positive and confident coaches are the backbone of any team. If there are any questions please do not hesitate to contact our program director and ask them. We will be pairing up a new coach with a seasoned one. This buddy system will be beneficial for helping with tips and tricks not only on the field but also when it comes to communication, tournaments, etc.

## 2. Community / Competitive Community/ Club

### 2.1 Community program - EMSA league tier 5 to 6 - recreation team

The community program includes:

- Once a week half field training
- Access for coaches to drills
- Buddy system for new coaches
- Opportunity to participate in Academy style skill building

### 2.2 Competitive community program - EMSA League Tier 4-5

The competitive community program includes:

- Once a week half field training (Indoor)
- Once a week full field Training (Outdoor)
- Coaches can book supplemental training at the teams expense-this can be in a gym, at the DCC or outside field (Outdoor – no expense)
- Access for coaches to drills
- Buddy system for new coaches
- Opportunity to participate in Academy style skill building

### 2.3 Club Programs- EMSA League Tier 1-3

The program is in place to support Fort Saskatchewan soccer by supporting players and coach development.

The premier program includes one EMSA game a week throughout the city.

We will be following the Lonestar methodology of learn, repeat, apply.

Repeating the same session three times so players and coaches can get a full understanding of concepts.

- Team session (Building principles of play through small-sided games)
- Two 1 1/2 hour sessions per week (12 academy sessions, 12 team sessions).
- Technical lead introduces small-sided games (Learn).
- The team coach runs the same session alone the next week (Repeat).
- The technical lead collaborates with a coach to support the third session (Apply).

We will offer an Academy session per week (Players rotate through four skills-building stations)

- Two skill stations (Themed skill-building stations | ex. shooting, dribbling, passing)
- One Small sided game to apply skills to tactical understanding (Repeat)
- Game to apply all the skills learned throughout the session (Apply)
- Apparel: players will be provided Lonestar Arsenal training shirts for training.

We will pair premier teams with an age-level consultant. The Premier age-level consultants will be obtained by Lonestar Institute. The extra training and the fees of the Lonestar coaches will be added to the premier team's fees.

### 3. Mandatory Alberta Soccer Training

There is mandatory coaches training you will need to take from Alberta soccer. These are on the locker and the ASA website. You will be able to find links on our website.

These are all done online. You will also have to do a coaching course required for the age group as well. These courses for each age group are listed below. Every coach on an Alberta Soccer roster is required to have these courses.

Link to Course list: [Fort Saskatchewan Soccer : Website by RAMP InterActive \(fortsasksoccer.ca\)](http://fortsasksoccer.ca)

### 4. Lonestar Institute Coaches training

While this is not mandatory. We encourage all coaches to attend the Lonestar coach's training. These classes will provide insight into the many sides of coaching just not on the field but off the field as well as we are trying to build all-rounded confident athletes and give them solid skills to use anywhere life takes them. These will show up as dates on the coach's snap please fill in your availability.

### 5. First Email

Please email your families within 24 to 48 hours of obtaining your team lists. This is a good time to introduce yourself, you may want to include details like your coaching or playing experience, etc, and also include a date of your first team meeting with the parents.

### 6. First Team Meeting

This is a great time to bring up expectations from the parents and players such as the process of complaints, attendance, etc. There is other housekeeping information to bring up such as jersey deposits, team volunteer spots, Edmonton facility passes, tournaments, and TeamSnap.

### 7. Jersey deposits

Each player before they receive a jersey needs to give you a cheque, bank draft or cash.

This cheque needs to be payable to FSMSA for \$100.00, For the Indoor season the cheque is dated March 15 and the correct year. For the outdoor season, the cheque is dated July 1st and the correct year.

There is a jersey deposit form on the website [www.fortsasksoccer.ca](http://www.fortsasksoccer.ca). That needs to be filled out completely and cheques need to be handed in to the minor sports office no later than 14 days after the season starts.

If a player has paid in a bank draft or cash, this must be written by the player's name on the jersey deposit sheet.

At the end of the season once all the jerseys have been returned cleaned and undamaged your cheque will be shredded or a cheque will be issued for cash deposits, or the bank draft will be ready for pick up at the FSMSA office.

## 8. Volunteer spots

You will need to fill a few volunteer spots, which will count towards the person's volunteer commitment. They will be reimbursed their deposit at the end of the season when the volunteer commitment has been filled.

### Indoor and Outdoor

- Team Manager-
- Referee Liaison-
- Bench parent - a bench parent can be split into two positions. This position only needs to be filled when the coaching team is all members of the opposite gender as the players. The bench parent must be the same gender as the players and must be in attendance for all practices and games. Bench parents will require a CRC at the start of the season and it will need to be submitted to Fort Saskatchewan Minor Sports. They will also require identification while they are on the bench during games.

### Outdoor Only

Net parents- This parent brings the net and sets it up for every game.

Once you have fulfilled all your team volunteer slots please let the sports coordinator know at [info@fortsasksoccer.ca](mailto:info@fortsasksoccer.ca)

## 9. Parents Code of conduct-

Have all parents and players sign our codes of conduct at the time of the team meeting. Please keep them in your files if there is an issue that arises.

Player: Fort Saskatchewan Soccer: Website by RAMP InterActive  
(fortsasksoccer.ca)

Parent: <http://www.fortsasksoccer.ca/content/parent-code-of-conduct>

## 10. Edmonton Facility pass

Coaches and team managers can use their e-cards as passes into the facilities. Three team officials will be allowed to access passes into the facilities, any other team officials will be required to pay for a pass.

All seniors and children under the age of 18 do not need to purchase a pass into the facility. Everyone else is required to purchase one. Families may purchase passes from the Edmonton Soccer Centers.

## 11. Tournaments

Discuss tournaments with your parents to see if your players would like to go to tournaments and which ones you would like to participate in. There is a good list of tournaments on the Alberta Soccer Website. Once you know how many players want to participate and in what tournaments, you may pay for these two ways. You may decide to do team fundraising or seek a business for a donation. Please take a look at our policies on the website regarding team fundraising and team donations. Your parents may decide to pay out of pocket. You can just divide the tournament fee up between the players attending the tournament. We recommend collecting funds for the tournament before you enter and pay for the tournament. You register with most tournaments online by credit card. If you choose a tournament out of town there are many things you need to look at such as accommodations food, transportation, etc. Usually tournament websites will give you a list of hotels and motels. A team manager may want to call ahead and see if they can reserve hotel rooms for your team to book.

<https://albertasoccer.com/events/>

## 12. Team Snap

Fort Saskatchewan Soccer provides TeamSnap for our teams. Please utilize TeamSnap and make sure all your parents download the app. This app is great for communication and for availability for games and practices. TeamSnap will be

set up by our Team Manager Director and coaches will have manager status. You will still need to add your parents, players, and emails to TeamSnap. Uploadable rosters will be provided to help streamline the roster entries.

## 13. Keys to Change Rooms for Indoor Facilities

### **Dow Centennial Center**

Go to the front desk and ask for the key to the changing room you have been assigned.

You will need to give them a set of your keys and sign the keys out.

Once you are done make sure the dressing room is locked again

Return the key to the front desk and sign in back in

Don't forget to get your keys.

### **Edmonton Facilities**

Go to the front desk and ask for the key to the changing room you have been assigned.

You will need to give them a set of your keys and sign the keys out.

Once you are done make sure the dressing room is locked again

Return the key to the front desk and sign in back in

Don't forget to get your keys

## 14. Outdoor Parents and Players' Sides

For outdoor, there are particular sides of the field you will be required to sit on. This may change depending on the referee and what they are comfortable with. The EMSA rule is that parents are required to sit on the same side as the team. However, the parents need to sit on one half of the half line, and the team sits on the other half. Everyone must stay on their perspective halves. You can find more in the EMSA Rules and Regulation Handbook.

<https://emsamain.com/about/rules-discipline/emsarules-discipline/>

## 15. Team Fundraising and Donations

If a team wants to seek donations or fundraising there are ways it must be done. Because your team already has been sponsored by the business on the front of your jersey. All money given to a team by a person or a business is a donation. Please take a look at our website to find our guidelines.

<http://www.fortsasksoccer.ca/content/team-mentorship-and-fundraising>



## 16. Organization Fundraising

The organization needs to fundraise, so we can provide the best possible program without raising fees to accommodate for that. We try to have 2 to 3 fundraisers each season. This does not include the annual bottle drive we have every year in September.

There is 1 mandatory fundraiser that everyone pays for at the time of registration and 1 or 2 non-mandatory fundraisers that you may take part in if you wish. These vary from year to year and season to season. The money from these fundraisers goes towards shorts and socks for the Arsenal players, shirts for the U5-U7 players, equipment, technical training, etc. If raffle tickets need to be picked up or distributed, you may want to pick a parent from the team to do this, This will count towards their volunteer commitment.

## 17. Trialists

Need a trialist for your team? You may choose a trialist from the age division down or a player from a lower tier. You can only trialist the number of players that are going to be missing from your current roster not exceeding three players. We can only trialist players from our zone or community. Fort Saskatchewan Soccer lies within the EMSA North Zone.

If you need a trialist please contact the U9- U19 program director for emails of coaches. When you email the coach please cc: U9- U19 program director on all emails relevant to the trialists. A Coach may not go to a parent or guardian first to Trialist that player! Coaches must be notified first once the coach of the coach trying to trialist has contacted the other team. That team can go ahead and ask the family of the player. If the family agrees then the family's contact info may be passed from coach to coach. Please remember you have private information and it needs to be passed through the proper way only.

You will need to fill out a trialist form. This is on the EMSA Website. This must be signed by both coaches. In case of emergencies and the coach of the trialist cannot sign the U9- U19 program director may sign the trialist forms.

## 18. Contacts to the Executive Committee

You may need to contact an executive committee member for various reasons from equipment, complaints, and general questions. Executive committee

members have email addresses. Phone numbers are not provided for the committee members. Contact is only through email and TeamSnap. For best results email the appropriate person for the question or request you have. You will find a list of our members and their roles on our website:

<http://fortsasksoccer.ca/content/contacts>

## 19. Complaints Process

Any complaints must follow our complaint process which can be found on our website:

[Fort Saskatchewan Soccer : Website by RAMP InterActive \(fortsasksoccer.ca\)](http://fortsasksoccer.ca)

## 20. Extra Practices

Extra practices are at the expense of the team. The team must book and pay for them with City of Fort Sask bookings. The last practice that FSS will provide is the one before your last game. That could be the regular season league game or post season play game like the city finals or provincials or any end of year tournament games such as the Slush Cup. We will keep your regular practice times until your last game. Practices are only extended for teams going to provincials, city finals and slush cup. Once post season is over their practices are discontinued.

Field time for a season wind up that is held after the last game played is the teams responsibility and must be booked and paid for by the team.

## 21. Parent Games

For insurance reasons, only registered FSS players and coaches can be on the field that is booked by FSS. No siblings or parents. If you would like to have a parent game, the field needs to be booked and paid for by the team and insurance for the event needs to be arranged..